

Tennessee Department of Correction

Division of Community Supervision

JOB ANNOUNCEMENT: District Director, (DD), Executive Service, Grade 033, Salary Range \$3673 to \$5877.

The District Director position oversees and monitors the day-to-day operations of a probation and parole district. The DD has responsibility for oversight of district staff as well as the work of the district probation and parole office and all other field offices in the district. The DD position provides technical assistance and advice to field supervisors to coordinate the supervision of offenders on probation and parole, as well as other offender-related programs and activities. This position serves as the primary coordinator at the district level for the oversight and approval of fiscal and property accountability. The DD assists in the preparation of the annual budget and ensures the proper implementation of policy, human resources and budget management procedures in the district.

The DD position engages in strategic planning for the district, implementation of accountability strategies, and the development and implementation of action plans to address identified issues. This position is tasked with creating efficiencies within the district while ensuring the fundamentals of the business are addressed each day.

The DD acts as a representative of Community Supervision and the Tennessee Department of Correction in performing important public contact and liaison work with law enforcement, court representatives, legislators, community leaders, offenders, their families, victims, and the general public. The incumbent is expected to be a resource and provide support for staff at all levels of the Department of Correction.

Minimum Qualifications:

- Completion of TDOC firearms qualification course
- Graduation from an accredited college or university with a bachelor's degree and experience equivalent to five years of full-time professional-level work in one or more of the following: probation/parole, institution, counseling, social work, criminal investigations, or law, of which three years must be at a lead or supervisory level in probation/parole or institution work.

Substitution of Education for Experience:

Graduate course work credit received from an accredited college or university in social science, behavioral science, criminal justice, criminology, social work, and/or law may substitute for the required experience to a maximum of two years (e.g., 36 graduate quarter hours in one or a combination of the above-listed fields may substitute for one year of the required experience).

To Apply: Submit a letter of application with complete resume including specific data regarding education, positions held, leadership roles, salary history, and locations you are willing to work in, to: Bobby.Straughter@tn.gov

Closing: Resume/Application must be received on or before **June 27, 2014**

Pursuant to the State of Tennessee's policy of non-discrimination, the Tennessee Department of Correction (TDOC) does not discriminate on the basis of race, sex, religion, color, national or ethnic origin, age, disability, or military service in its policies, or in the admission or access to, or treatment or employment in, its programs, services or activities.